

16-134890
N002813

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position <i>Environmental Protection Specialist Series GS-0028, TS-133, detail Merion 1995</i>					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	13	<i>[Signature]</i>
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Matthew T. Richardson			
7. ORGANIZATION (Give complete organizational breakdown)		c. Sustainable Communities and Infrastructure Branch			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Water		g.			
c. Office of Wastewater Management		h. Employing Office Location			
d. Water Infrastructure Division		i. Organization Code JABB0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Raffael Stein for SCIB Branch Chief		d. Typed Name and Title of Second-Level Supervisor Raffael E. Stein, Director, WID			
b. Signature <i>[Signature]</i>	c. Date 6/10/16	e. Signature <i>[Signature]</i>		f. Date 6/10/16	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
f. Functional Classification Code <i>00</i>					
g. Bargaining Unit Code <i>WAB</i>	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature <i>[Signature]</i>		j. Date
11. REMARKS					

**ENVIRONMENTAL PROTECTION SPECIALIST
GS-0028-13**

POSITION NUMBER:
ORGANIZATION CODE: JABB0000

INTRODUCTION:

This position is located in the Office of Water (OW), Office of Wastewater Management (OWM), Water Infrastructure Division (WID), Sustainable Communities and Infrastructure Branch (SCIB). The Water Infrastructure Division supports the Clean Water Act by promoting effective and responsible water use, treatment, disposal and management. Responsibilities include: providing national policy direction, management and oversight for a variety of water infrastructure financing programs including the Clean Water State Revolving Fund (CWSRF), Water Infrastructure Finance and Innovation Act Program, and targeted funding programs for tribes, US territories and DC, and communities along the US-Mexico Border; promoting efficient water use through the WaterSense program; promoting sustainable water and wastewater infrastructure for communities through the Sustainable and Effective Water Utilities program and the Water Infrastructure and Resiliency Finance Center; developing and disseminating technical information and assistance on community water resource management through the Sustainable Communities partnership with USDA and the Environmental Finance Center network; and promoting partnership programs such as the Partnership for Sustainable Communities that leverage resources and promote innovative tools and training. The Division provides technical guidance, assistance, training and other information necessary for the cost-effective and sustainable management of community water resources.

This position is established for an Environmental Protection Specialist in the Sustainable Communities and Infrastructure Branch. The Branch is responsible for (1) providing national policy, guidance and oversight for targeted infrastructure funding programs for tribes, US territories and DC, and communities along the US-Mexico Border, (2) developing, implementing, supporting and monitoring research and development activities for municipal wastewater treatment, in conjunction with internal and external stakeholders and (3) working with utilities, associations and other Federal agencies to promote sustainable and effective utility management principles that improve how utilities are managed. Technical areas encompass technologies that address infiltration/inflow correction, biosolids and toxics management, industrial pretreatment, secondary treatment, advanced and tertiary treatment, wet weather management and treatment, and energy management.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as an expert specialist with a mastery of program-related Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking/rulemaking processes. Resolves problems of major significance to EPA programs. Evaluates the effectiveness of major environmental programs; analyzes and recommends program changes; develops significant improvements in guidelines, policies, procedures, and techniques; proposes/reviews legislation with response to EPA's program goals and objectives; and/or

negotiates with top-ranking officials of EPA Headquarters and the Regions to resolve different viewpoints and gain cooperation. Work performed by the incumbent is typically complex and difficult, characterized by limited precedents and controversial problems. More specifically, the incumbent:

1. Serves as national program coordinator for the Clean Water Indian Set-Aside Program. In conjunction with MSD management, establishes overall objectives with the framework of established Agency policy and guidelines for the grant program. Assures that environmental plans are carried out effectively with best possible utilization of available resources and that program objectives are met.
2. Serves as national program coordinator for the Alaska Native Villages grant program. Actively manages intra-agency cooperation and coordination. Advises Senior Management on strategies for managing and implementing program. Typical assignments include activities related to program planning, evaluation and analysis to determine if the program is working as planned and whether changes are needed to ensure program success.
3. Incumbent serves as staff lead on Federal interagency task force in the subject area. Coordinates on EPA program or project matters with other Federal and non-Federal agencies, EPA Headquarters and field offices, etc., by means of attending hearings, meetings, and conferences; representing the Agency on inter - and intra - agency committees, conducting workshops, and other matters. Employee conducts special studies in areas where little knowledge has been assembled and keeps abreast of major initiatives to key EPA issues both within outside the Agency.
4. Monitors national and regional progress in implementing tribal infrastructure programs as measured through the Government Performance and Results Act and other oversight. This includes tracking regional performance and periodic evaluations and reports.
5. Maintains effective working relationships with internal staff and external stakeholders to promote and sustain programs and to provide technical assistance to internal staff and stakeholders. Develops presentations and talking points for Senior Managers.
6. Responds to inquiries from OW, Regional and state offices, OMB, tribal groups and the public. Coordinates with EPA Regional staff to provide accurate and timely responses. Independently reviews information requests and prepares responses.
7. Performs other related duties as assigned.

FES FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - FL 1-8, 1550 Points

Mastery of environmental protection principles, concepts, and procedures applicable to a wide range of duties requiring a high level of skill in solving very complex problems involving diverse aspects of environmental protection (e.g., of a new program or a program that is evolving, where procedures require frequent modification and change in order to incorporate revised theories and techniques).

Expert knowledge of Federal laws, specifically the Clean Water and Safe Drinking Water Acts, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency and national policies and programs.

Comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency environmental programs.

Expert management, administrative, or coordinative knowledge and skill to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services (as a "troubleshooter") on specific problems, projects, programs, or functions.

Ability to influence agency officials and provide direction for program and agency policies.

FACTOR 2 - SUPERVISORY CONTROLS – FL 2-4, 450 Points

The supervisor sets the overall objectives and available resources. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee independently plans own work, coordinates with other senior staff, resolves most problems, and carries assignments through to completion. Work is normally subjected to review upon completion for technical soundness, achievement of objectives, and conformance with policy.

FACTOR 3 – GUIDELINES - FL 3-4, 450 Points

Guidelines are general policies, directives and agency regulations. The employee is required to use judgment to determine areas that need development and/or study. The employee uses ingenuity to devise and plan projects to investigate areas and carry out work. The employee is a technical authority/expert, responsible for developing and interpreting agency guidelines and uses considerable judgment to determine needed revisions and additional to the guides.

FACTOR 4 – COMPLEXITY – FL 4-5, 325 Points

Assignments have very complex, controversial, and unconventional features; involve distilling national goals, objectives and priorities into regional application; or involve developing material to supplement and interpret Headquarters' guidelines. The work requires originating new techniques, establishing criteria, or developing new information.

FACTOR 5 - SCOPE AND EFFECT - FL 5-5, 325 Points

The purpose of the work is to provide technical and administrative guidance and the leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; involve delicate coordination or negotiation of major consequence; or which entail prominent and fundamental matters with potential for far-reaching scope or impact.

FACTOR 6 - PERSONAL CONTACTS - FL 6-3, and

Personal contacts are with other agencies, contractors, private industry, stakeholders, and public groups in a moderately unstructured setting, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. The objectives of the contacts are likely to differ from program requirements and there may be elements of adversarial relationships or other obstacles to overcome. This function requires greater initiative and persistence in maintaining good working relationships.

FACTOR 7 - PURPOSE OF CONTACTS - FL 7-c, 180 Points

The purpose of the contacts is to collect and exchange information; and, to coordinate projects, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problem areas or controversies.

FACTOR 8 - PHYSICAL DEMANDS - FL 8-1, 5 Points

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

FACTOR 9 - WORK ENVIRONMENT – FL 9-1, 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS – 3290
3155 – 3600 = GS-13

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

I. INTRODUCTION:

- A. Organizational Location:** OW; OWM; WID; SCIB
- B. Type of Action:** Classification/SCIB Reorg – Richardson
- C. Proposed Classification:** Environmental Protection Specialist, GS-0028-13
- D. Desk Audit/Supervisory Interview Conducted?** None

II. REFERENCES: (a.) Environmental Protection Specialist Series, GS-0028, TS-133, dated March 1995.

III. SERIES/TITLE DETERMINATION: Subject position is engaged in advising on, managing, supervising or performing administrative or program work relating to environmental protection programs (e.g., programs to protect or improve environmental quality, control pollution, remedy environmental damage, or ensure compliance with environmental laws and regulations). Although this position is not a professional and/or scientific position, the position, however, requires a specialized knowledge of the principles and methods of administering an environmental protection program; and, the laws and regulations related to environmental protection activities which includes coordinating daily work assignments with professional positions. As such, the duties associated with the above description closely match subject position description of record and the GS-0028 series, and, thus, allocated for nonsupervisory positions the OPM prescribed title: Environmental Protection Specialist, GS-0028.

IV. GRADE LEVEL DETERMINATION: The grade analysis for these duties and responsibilities were based on applying Reference (a.) as follows:

FACTOR	FACTOR LEVEL	FACTOR LEVEL POINTS	COMMENTS
1. Knowledge Required By the Position	1-8	1550	Exceeds Level 1-7, In addition to meeting Level 1-6, the incumbent must have a knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection functions. Meets Level 1-8, the highest level, as the incumbent is considered an expert analyst and as senior advisor on programmatic issues and mastered the application of a wide range of

			methods for the assessment and improvement of assigned program coupled with applying expert knowledge of the pertinent Agency and Federal laws, regulations, and policies affecting all aspects of the assigned work situations in the environmental protection field of study. Meets Level 1-8,
2. Supervisory Controls	2-4	450	Exceeds Level 2-3, as the supervisor outlines assignment objectives, priorities, and deadlines and provides advice on how to proceed when unusual problems are encountered that cannot be resolved by application of clear precedents. Meets Level 2-4, in that the supervisor in concert with the incumbent sets the overall assignment objectives and resources for the program and the incumbent keeps the supervisor informed closely on issues and problems on a daily basis. Falls short of Level 2-5, as the standard requires the supervisor to make assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. The incumbent works independently on assigned projects. Findings and recommendations are normally accepted without change. Meets Level 2-4.
3. Guidelines	3-4	450	Exceeds Level 3-3 Guidelines are available, including technical and procedural manuals (e.g., agency inspection procedures, case preparation manuals), handbooks, and textbooks; Federal, State, and local environmental regulations; and agency regulations and directives which is basic to subject position. Meets Level 3-4, in which this level only deals with administrative policies and precedents, laws, regional or area directives, and agency regulations and technical references are usually applicable, but are stated in general terms. Falls short of Level 3-5, in which the guidelines consist of broadly stated/nonspecific administrative policy statements, statutes, court decisions, etc., and, that require extensive interpretation and does not meet this level of expectation. Meets Level 3-4.
4. Complexity	4-5	325	Exceeds Level 4-4 The work typically involves full responsibility for well-established aspects of

			<p>one or more programs and/or functional areas. The incumbent's work is not well established and too basic at this level of expectation.</p> <p>Meets Level 4-5, the highest level, the standard typically describes Level 4-5 as follows, projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs.</p> <p>Meets Level 4-5.</p>
5. Scope and Effect	5-5	325	<p>Exceeds Level 5-4, The purpose of the work is to plan and carry out a variety of important project or program activities. Too routine for subject position that works with water infrastructure programs.</p> <p>Meets Level 5-5, the highest level, the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs such as the CWA.</p> <p>Meets Level 5-5.</p>
6. Personal Contacts AND	6-3		<p>Exceeds Level 6-2 Employees, supervisors, and managers of the same agency, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting.</p> <p>Meets Level 6-3, the highest level, in which contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting as such contacts are representative of this level in the standard.</p> <p>Meets Level 6-3.</p>
7. Purpose of Contacts	7-c	180	<p>Exceeds Level 7-b in which contacts are of a structured setting directly in contact with immediate office and agency staff.</p> <p>Meets Level 7-c, the highest level, in which the purpose is to influence or persuade managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. Meets Level 7-c.</p>
8. Physical Demands	8-1	5	<p>Meets Level 8-1, in which the work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or some traveling.</p> <p>Falls short of Level 8-2 in which the standard</p>

			states, "The position requires regular and recurring physical exertion". Meets Level 8-1.
9. Work Environment	9-1	5	Meets Level 9-1 as the work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The incumbents work is generally performed in an office setting that is adequately lighted and climate controlled with some travel involved. Falls short of 9-2 in which the standard states, "The work involves regular and recurring exposure to moderate risks or discomforts". Meets Level 9-1.
TOTAL POINTS		3290 Points	

V. SUMMARY:

- A. Conversion and Final Determination:** A total of 3290 points fall within the range of 3155 – 3600 which equates to GS-13. This position is properly classified as Environmental Protection Specialist, GS-0028-13.
- B. FLSA Determination:** Position is determined to be an administrative position exempt from FLSA in accordance with 5 CFR 551.203(b).
- C. Functional Code:** N/A
- D. Drug Testing Required?** Information not provided.
- E. Financial Disclosure Required?** Information not provided.

Vernice Ford
Contractor Classifier
FPMI Solutions, Inc.
Date: 05/025/2016

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Matthew Richardson</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>0028/13</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OWM/WID/SCB JABB0000</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u></u>	Date <u>6/13/14</u>
Personnel Specialist's _____	Date _____

Part 1. Contracts Management Duties

Pre-award: <input type="checkbox"/> Plans Procurements <input checked="" type="checkbox"/> Estimates Costs <input checked="" type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input checked="" type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
Post-award: <input type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input checked="" type="checkbox"/> Monitors government-furnished property <input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out: <input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input checked="" type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
Percentage of Time Spent on Contracts Management <div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border-bottom: 1px solid black; width: 50px; margin-right: 5px;">15</div> <div>%</div> </div>	

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

☐ Advises Grants Management Office of potential problems/issues☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions☐ Approves payments requests or ACH drawdowns☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office☐ Negotiates amendments☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)☐ When necessary, recommends termination of the agreement☐ Resolves with Grants Management Office administrative and financial issues☐ Conducts periodic reviews to ensure compliance with agreement☐ Other (list)**Close-out:**☐ Certifies deliverables were satisfactory and timely☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out☐ Reconciles payment with work performed☐ Notifies recipient of close-out requirements☐ Obtains legal assistance if necessary to resolve incomplete close-out☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations☐ Other (list)**Percentage of Time Spent on Grants/Cooperative Agreements Management**

0 %

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

☐ Monitors cost management and overall technical performance☐ Participates in decisions about project modification/termination☐ Conducts periodic review of Superfund State☐ Contracts payments receipts (Superfund only)☐ Inspects and accepts deliverables☐ Other (list)**Close-out:**☐ Reviews final report☐ Decides on disbursement of equipment☐ Reconciles payments with work performed☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)☐ Certifies deliverables☐ Resolves close-out issues with Grants Management Office/other agency☐ Other (list)**Project Management/Administration:**

- ☐ Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

0 %



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: OW/OWM Type of Action: Reassignment SF 52 Request No.: _____

Position Title/Series/Grade: Environmental Protection Specialist/0028/13

Full Performance Level (FPL) of Position: 13
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV23A0001 (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---|---|
| <input checked="" type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is:
- | | | | |
|--------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Regional | <input checked="" type="checkbox"/> National | <input type="checkbox"/> Global |
|--------------------------------|-----------------------------------|--|---------------------------------|
6. The impact/potential harm this position could cause would be:
- | | | |
|--|--|--|
| <input type="checkbox"/> Internal to EPA | <input checked="" type="checkbox"/> Multi-Agency/Government-wide | <input type="checkbox"/> Beyond the Government |
|--|--|--|
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☒ Yes ☐ No Describe: EPA Policy For Tribal Infrastructure Programs
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

Raffael Stein

Name (Please Print)

for Chief, SCIB

Title

Signature

Date

6/13/16